

SMEX07 Phase Concept Study Report Debrief Guidelines for PI's

- Contact the Program Officer listed in the letter sent to you by NASA informing you of the disposition of your SMEX/MO CSR, to schedule an oral debrief (either in person or by phone), should you desire one. Debriefs are offered as a service to the PI and are not required. Debriefs will be held either at NASA Headquarters, 300 E St. SW, Washington D.C., or at an off-site location in the neighborhood of NASA Headquarters.
- A maximum of two hours may be scheduled for a debrief.
- You may bring up to ten members of your team with you. Other members may join by telephone, but you must arrange the telecon and have your own meet me number. Please note that all expenses and arrangements for attending a debriefing are the responsibility of the attendee (see section 8.5 of AO). Please send names of all members of your team to the Program Officer (PO) at least three days ahead of the meeting, so that visitor badges may be prepared for them in advance. If you plan to bring any non-US citizens with you, please consult the Program Officer at least a week ahead of the scheduled meeting. If the PO is planning to hold the meeting at NASA Headquarters, he/she will let you know what additional information is required to arrange for security clearance of the foreign national(s).
- Please visit the SMEX acquisition website:
<http://explorers.larc.nasa.gov/smexacq.html> for an overview of the debrief policy and process. The following items are covered.
 - Ground Rules for Debriefing
 - The Evaluation Process
 - Selection Process
 - The debrief process will be more efficient if you come prepared.
- At the debrief meeting, the following process will be executed.
 - The Program Officer will review the evaluation and selection process for all concept study reports.
 - The Program Officer will read the major findings of the science review, addressing the second evaluation criterion described in the "[SMEX Guidelines and Criteria for the Phase A Concept Study](#)."
 - The SMEX Acquisition Manager will read the major findings of the Technical, Management (TMC) review, addressing the third evaluation criterion described in the "[SMEX Guidelines and Criteria for the Phase A Concept Study](#)."
 - The SMD E/PO Program Officer will read the findings of the "core" E/PO and Student Collaboration (if applicable) reviews.
 - The Program Officer will provide you a copy of the written debrief material consistent with SMD policy.
- The above process will be followed for a telephone debrief as well with the difference that the written debrief material will be provided to you in the form of a password protected pdf file. The Program Officer will give you the password by telephone.